

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**D.C. Office of Personnel**

**District Personnel Manual Issuance System**

This instruction should be filed  
behind the divider for Part III of  
DPM Chapter(s) 11B

**DPM Instruction No. 11B-32**

**SUBJECT:** Additional Income Allowance – Non-Union  
Medical and Dental Officers

**Date:** May 24, 2004

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**NOTE:** This instruction supersedes DPM Instruction No. 11B-13, dated April 2, 1990.

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**1. Scope**

The purpose of this instruction is to update the procedures for the additional income allowance applicable to individuals occupying non-union medical and dental officer positions in agencies under the personnel authority of the Mayor; and provide a copy of the current additional income allowance schedule.

**2. Authority**

Chapter 11 of the D.C. personnel regulations, Classification and Compensation, § 1152, Additional Income Allowance – Medical and Dental Officers; D.C. Official Code § 1-610.56.

**3. Additional Income Allowance**

- a. Agencies may pay additional compensation to a covered medical or dental officer, not to exceed fifteen percent (15%) of the maximum payable rate of the grade held by the employee, in the form of an allowance designated as an additional income allowance, provided that the covered medical and dental officer enters into a service agreement for a minimum period of one (1) year or up to a maximum period of two (2) years.
- b. The employee shall be notified in writing by the personnel authority within fifteen (15) days of the expiration date of the service agreement of his or her option to renew the service agreement.
- c. Except for employees described in § 3(d) below, the additional income allowance is paid under the Schedule of Additional Income Allowance by Percentage of Maximum Rate for Medical and Dental Officers (“AIA Schedule”) in Attachment 5 of this instruction. The grades in the AIA Schedule are listed as “DS-01” through “DS-07,” and represent

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*Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart I, § 1.3]*

**Inquiries:** DCOP, Management & Employee Services Administration, 671-1300

**Distribution:** Heads of Department and Agencies, HR Advisors and DPM Subscribers

**Retain Until Superseded**

grades DS-11 through DS-17 in the special rate schedule for non-union physicians and dentists. That is, for the purposes of determining the additional income allowance, a “DS-01” in the AIA Schedule represents a “DS-11” in the special rate schedule for non-union physicians and dentists; a “DS-02” in the AIA Schedule represents a “DS-12” in the special rate schedule for non-union physicians and dentists, *etc.*

**Note:** *While medical and dental officers in the Management Supervisory Service (MSS) are not currently paid from a “special rate schedule for physicians and dentists,” the practice has been for employing agencies to utilize the AIA Schedule in Attachment 5 of this instruction to pay the additional income allowance to these employees. Until further notice from the D.C. Office of Personnel (DCOP), agencies may continue this practice for medical and dental officers in the MSS.*

- d. Pursuant to D.C. Official Code §1-610.56, an additional allowance of up to 15% of the maximum rate of pay for the level held may be paid, at the discretion of the Mayor, to a subordinate agency head (Executive Service employee) who is required to hold a medical degree and who enters into a service agreement.

#### **4. Coverage**

An additional income allowance may be paid to non-union medical and dental officers in the Career, Excepted, Management Supervisory and Executive Services occupying positions or categories of positions for which there is a significant recruitment and retention problem, and applicants to those positions or categories of positions.

#### **5. Exclusions**

- a. Medical and dental officers with a regularly scheduled tour of duty of less than forty (40) hours per biweekly pay period;
- b. Medical and dental officers employed under temporary intermittent/WAE (when-actually-employed) appointments;
- c. Interns and residents; and
- d. Medical and dental officers employed under TAPER, or temporary appointments.

#### **6. Categories of Medical and Dental Officers Positions**

- a. The following minimum categories are established in § 1152 of the D.C. personnel regulations for use in the additional income allowance program, and are to be included, as applicable, in any plan established by an agency:

**Category A:** Positions primarily involving the practice of medicine or direct services to patients; the performance of diagnostic, preventive, or therapeutic services to patients in hospitals, clinics, public health programs, diagnostic centers, and similar settings, but not including positions described in Category C;

**Category B:** Positions primarily involving the evaluation of physical fitness, provision of initial treatment of on-the-job illness or injury, performance of pre-employment examinations, preventive health screening, or fitness-for-duty examinations; and

**Category C:** Positions not described in Categories A or B, including positions involving disability evaluation and rating, the performance of medico-legal autopsies, training activities, or the administration of patient care or medical research and experimental programs.

- b. An employing agency is authorized to establish additional categories or subdivisions of categories in its agency plan for implementing the additional income allowance, other than the categories designated in § 6(a) above, when a medical/dental officer position does not fall under any of the predetermined categories. An agency may establish a new category or subdivision of the categories of positions in § 6(a) above based on any factors he or she determines to be appropriate. These factors may include but are not limited to the following:
  - (1) Physical location of the position;
  - (2) Grade or level of the position;
  - (3) Medical or dental specialization of the position; or
  - (4) Level of qualification sought for the position.
- c. A category may contain a grouping of medical or dental officer positions with different parenthetical titles, a grouping of medical or dental officer positions with the same parenthetical titles, or a single position.
- d. The letter designation of the required Categories A, B, and C in § 6(a) above will be standard in each agency plan regardless of whether or not the agency has positions in these categories. When an agency designates a new category, the letter “D” will be the first new designation used and any category established thereafter will be the next letter following the letter of the last established category in the agency plan.

**Example:**

An agency used Categories A and B and has no positions that would fall under Category C. The agency needs to establish two new categories to cover positions that do not fall under Categories A, B, or C. The new categories are to be designated as Categories “D” and “E.”

- e. To establish a subdivision of a category, a numeric designation following the category designation is to be used.

**Example:**

An agency establishes a subdivision of category A; the subdivision is to be designated as A.1. If a second subdivision of Category A is needed, it is to be designated as A.2.

**7. Determining Rates for Categories and Subdivisions of Categories**

- a. Each agency is responsible for determining the percentage that will be authorized for the categories of positions in § 6(a) above and for any additional category or subdivision of categories that may be established in the agency plan. As a general rule in determining the percentage rate to be authorized for the category, the rate should be the minimum rate necessary to meet the recruitment and retention problem identified.
- b. In determining the amount of an allowance, an agency may compare similar medical and dental officer positions within and outside the District government, using some or all of the following elements:
  - (1) Salary;
  - (2) Similar responsibilities;
  - (3) Like expenses associated with the category of medical or dental positions (*e.g.*, malpractice insurance);
  - (4) Workload;
  - (5) Working conditions;
  - (6) Conditions of employment;
  - (7) Personnel benefits; and
  - (8) Years of experience of the medical/dental officer.
- c. In arriving at the percentage rate, an agency should compare each applicable element under § 7(b) above with the comparable element in the District government's pay system, and determine the plus or minus value of the element or elements. The values determined for the element or elements should be totaled and averaged to determine the minimum increase needed to meet the recruitment and retention problem. The average rate thus determined is then compared to the schedule of additional income allowance established in accordance with § 12 below. If the rate falls between two rates within the schedule, the employee will be given the higher rate.

**Example – Medical Officer, DS-14 (Neurology):**

An agency concluded that the reason it was unable to recruit or retain employees in the position of Medical Officer (Neurology) is that the compensation and benefits paid for

the position are significantly lower than those of comparable positions outside the District government. The agency conducted a survey of similar positions to determine the relative compensation and benefits paid by the District government's competitors.

When comparing the survey data, it was determined that the District government's salary for the position was \$4,300 lower and the overall benefits package was \$500 less. The agency concluded that it must offer \$4,800 in additional compensation to be competitive. However, because the allowance is paid as a percentage of the maximum payable rate of the grade held by the employee, the \$4,800 is compared to the AIA Schedule (Attachment 5) for the equivalent grade of the position (DS-04 in this example), to see where this dollar amount falls within the schedule. The \$4,800 falls at \$4,827 (5%) on the allowance schedule. Therefore, the authorized allowance for the position of medical officer (Neurology) will be \$4,827 or 5%.

All positions assigned to a specific category will receive the same percentage rate, regardless of the employee's grade level or step.

- e. The designation of a position to a stipulated category does not prevent the agency from authorizing a higher percentage rate allowance for a specific position or positions assigned to a subdivision of that category, provided that the agency established a subdivision of the category as provided in § 6(e). There may be a position that the agency has determined justifies a higher allowance, but because of the nature of the duties of the position, the position must be designated to a specific category with a rate which is not high enough to meet the recruitment and retention problem. When this occurs, the agency may establish a subdivision within the basic category with a higher allowance rate.

### **Example:**

An agency determines that all positions designated as Category C positions will receive an allowance of 8%. The position of Medical Officer (Pathologist) is designated by the agency as a Category C position. The position of Deputy Chief Medical Examiner, because of the nature of the duties, is also designated as a Category C position; however, the agency determines that there is sufficient justification for paying the Deputy Chief Medical Examiner a higher allowance and therefore establishes a subdivision within Category C. It is designated as subdivision C.1, Deputy Chief Medical Examiner, at a rate of 15%.

## **8. Responsibilities**

### **a. D.C. Office of Personnel**

- (1) The Director of the DCOP (or his or her designee), is responsible for reviewing additional income allowance plans for agencies under the personnel authority of the Mayor, and determining if the plan is consistent with the requirements of § 1152 of the D.C. personnel regulations and this instruction. The Director of Personnel (or his

or her designee) will notify the agency within thirty (30) calendar days, in writing, whether the plan is approved, disapproved, or requires modification for compliance.

- (2) Appropriate staff within the Management and Employee Services Administration is responsible for processing each personnel action for the payment of an additional income allowance and transmit the personnel action, along with the Payroll copy of the service agreement, to the Office of Pay and Retirement Services (OPRS).

b. Agencies

- (1) Each agency head (or his or her designee) employing medical or dental officers shall be responsible for:
  - (a) Determining categories of positions for which the agency is experiencing significant recruitment and retention problems; and
  - (b) Developing an additional income allowance plan in accordance with § 10 of this instruction, and submitting the agency plan to the Director, DCOP, for approval.
- (2) Within thirty (30) calendar days of the approval date of the plan, the agency shall notify, in writing, each eligible employee of the provisions of the approved plan and of his or her entitlement to enter into a service agreement for the allowance. The sample letter of notification in Attachment 2 of this instruction may be used for this purpose.
- (3) The agency head shall sign each service agreement. Signatory authority may be delegated to a designated representative of the agency head. If such delegation is made, a copy of the delegation must be forwarded to the DCOP and OPRS.
- (4) An agency head may initiate action to discontinue, revise or modify the agency additional income allowance plan at any time he or she determines that changes in the existing plan are necessary to continue to attract and retain well qualified individuals. A request of this nature shall be submitted by memorandum to the Director of Personnel (or his or her designee) and shall be governed by the same provisions as were applicable for the original request.
- (5) Agencies shall:
  - (a) Prepare a Request for Personnel Action – DCSF-52 to initiate or terminate payment of an additional income allowance; and
  - (b) Submit, along with the Request for Personnel Action – DCSF-52 to initiate payment of an additional income allowance, the Official Personnel Folder (OPF) and Payroll copies of the service agreement.

## **9. Guidelines for Determining Existence of a Significant Recruitment and Retention Problem**

A significant recruitment and retention problem may be considered to exist if all of the conditions are met with respect to a category or categories of positions:

- a. The agency is unable to recruit or retain medical or dental officers as substantiated by such things as the number of vacant positions in the category and the length of time the positions have been vacant;
- b. The qualifications used for considering candidates for a vacant position do not exceed the qualifications that are actually needed to perform the duties of the position;
- c. The agency has made significant efforts to recruit qualified candidates for vacant positions as supported by documentation as to the number of vacancies the agency has tried to fill compared with the actual number of new hires and offers of employment made;
- d. The agency has made efforts to retain the medical and dental officers presently employed in the category by offering relevant non-pay solutions such as: redesigning the jobs; instituting training programs; and improving working conditions; and
- e. A sufficient number of qualified candidates are not available to fill the existing vacancies in the category at the rate of pay that the agency may offer.

## **10. Description of Agency Plan**

The agency additional income allowance plan (Attachment 1) must include:

- a. A list identifying the categories established in the agency plan;
- b. A list of medical and dental officer positions designated in each category or subdivision of a category;
- c. An explanation of the determination that a significant recruitment and retention problem exist;
- d. The amount of the allowance that will be payable for each category or subdivision of a category; and
- f. An explanation of the basis for the amount of the allowance for each category.

## **11. Service Agreements**

- a. An agency may not enter into a service agreement with an employee until the agency's plan has been submitted to and approved by the appropriate personnel authority.

- b. Agencies are required to use a uniform service agreement (Attachment 3) for medical and dental officers participating in this program. The agency will prepare an original and three (3) copies of the service agreement. The original and one copy will require original signatures of all parties.
- c. The distribution of the service agreement copies will be as follows:
  - (1) Original - Medical or dental officer
  - (2) One Copy - (Original signature) Employee's OPF
  - (3) One Copy - Office of the Chief Financial Officer, Pay and Retirement Services
  - (4) One Copy - Employing agency
- d. Adjustments in the amount of the allowance specified in the service agreement during the term of the agreement resulting from the following factors **shall not be made**:
  - (1) A general pay increase;
  - (2) An adjustment to a special rate schedule for medical or dental officers; or
  - (3) A within-step increase.
- e. Service agreements will be effective on the first day of the first full pay period on or after the date the agreement is approved by the appropriate official, and will extend over a period of twenty six (26) consecutive pay periods (one-year agreement), or fifty two (52) consecutive pay periods (two-year agreement), and will terminate on the last day of the respective ending pay period. Under no condition may a service agreement be effected retroactively.
- f. The service agreement (Attachment 3) is to be reproduced by the agency.

## **12. Additional Income Allowance Authorization Schedule**

- a. The allowance authorized for the categories of medical and dental officer positions in § 6(a) above, or other categories or subdivisions of categories that may be established, shall be authorized in multiples of 1% of the maximum payable rate for the grade held by the medical or dental officer, up to a maximum allowance of 15%. The AIA Schedule (Attachment 5) stipulates the dollar amount of the allowance for each percentage rate in multiples of 1% and is based on the current maximum payable rates (effective October 5, 2003) for grades DS-11 through DS-17 of the Special Rate Schedules for non-union physicians and dentists. The AIA Schedule is to be used to determine the amount of the allowance payable to the medical or dental officer when preparing the service agreement.



- b. The AIA Schedule will be revised when there is a general pay increase or an adjustment to the special rate schedule for medical or dental officers. Any new rates established in a revised AIA Schedule will only be effective for service agreements signed on or after the effective date of a general pay increase or an adjustment in the special rate schedule.
- c. The allowance for part-time medical and dental officer positions will be determined based on a proration of part-time work to full-time employment to full-time allowance. A Table of Prorated Percentages of Part-Time Work to Full-Time Employment (Attachment 4) is provided for information and use in determining the percentage to use in the proration of the full-time additional income allowance for part-time employees. This proration is illustrated in the following example:

**Example:**

A Medical Officer DS-14, with a tour of duty of 64 hours per pay period, authorized an allowance of 5%, would be entitled to a total allowance of \$3,862 per annum. The allowance is to be calculated as follows:  $64/80$  (part-time tour of duty) = 80% (proration of a full-time tour of duty)  $\times$  \$4,827 (full-time allowance from schedule for DS-04 at 5%) = \$3,862 per annum (prorated allowance for part-time employment of 64 hours).

### **13. Changes in Assignment**

- a. If a medical or dental officer is promoted, changed to a lower grade, or reassigned, the service agreement shall be terminated. The employee shall be allowed to retain the portion of the allowance he or she has received up to the effective date of the action. The unpaid portion of the allowance is not payable.
- b. If a service agreement is terminated as a result of an action identified in § 13(a) above, the agency must determine if an additional income allowance may be authorized for the new position. If the allowance is authorized, the agency must notify the employee of his or her eligibility to enter into a new service agreement.

### **14. Payroll Processing**

- a. Generally, all forms of compensation due to an employee are paid in the same payroll record. Although an additional income allowance is additional compensation and would normally be paid in this manner, the OPRS has requested that a separate payroll record be established to facilitate the payment of the allowance. This second payroll record will be established by processing a personnel action solely for the purposes of payroll processing. The personnel action will be processed as a new temporary appointment under a multiple job code (MJC) of "**I**."

Personnel actions prepared for medical and dental officers participating in the program will include the following specific information, as well as and any other information required for payroll processing:

(1) MJC Code	I	
(2) Grade	01	
(3) Step	01	
(4) Effective Date	Pay Period beginning date of the service agreement	
(5) NTE Date	Pay Period ending date of the service agreement	
(6) Time Service	Same as regular position	
(7) Retirement	01	Employee covered under CSRS
	11	Employee is subject to FICA
	15	Employee is under the District's retirement system
(8) Service Code	A18	
(9) Life Insurance	Ineligible	
(10) Health Benefit	Ineligible	
(11) Appropriation	Same as regular position or as determined by the agency	
(12) Salary	The annual allowance as contained in the agreement	
(13) CBU Code	XAA (or any other applicable non-union CBU Code)	

- b. Employees participating in the program will be required to file form W-4, tax withholding statement, and appropriate state tax withholding authorization where applicable.
- c. The OPRS requires a copy of the service agreement. Copy 3 of the service agreement is to be attached to the personnel action forwarded for processing.
- d. The annual additional income allowance will be paid to an employee biweekly and will be computed in the same manner as basic pay. The number of hours of compensation for the allowance will be equal to the same number of regular hours that are certified on the Time and Attendance form, DC-251, for the employee's regular position as a medical or dental officer. The allowance **will not** be paid for periods of non-paid leave or absence without leave.
- e. The additional income allowance is not considered basic pay for any purpose. Therefore, it will not be used to compute retirement, group life insurance or other benefits and is not to be used in the calculation of other types of pay in the employee's regular position as a medical or dental officer.

## 15. Default Collection

- a. If an employee is separated from District government service before the end of the agreement period he or she is not entitled to the unpaid portion of the agreement. Since the employee did not comply with the terms of the agreement he or she will be required to refund either the entire allowance paid or a portion of the total allowance received. Any refund required is applicable only to the allowance actually received by the employee up to a maximum not to exceed twenty six (26) weeks. Repayment will be required under the following conditions:
  - (1) Removal;
  - (2) Change to lower grade for cause or at the employee's request;
  - (3) Resignation, except as follows:
    - (a) Resignation because the employee is unable to return to work due to illness or injury as supported by medical evidence acceptable to the agency; or
    - (b) Resignation following receipt of a specific notice of reduction in force;
  - (4) Retirement, except as follows:
    - (a) Disability retirement; or
    - (b) Retirement following receipt of a specific notice of reduction in force; or
  - (5) Separation for failure to comply with residency requirements, if applicable.
- b. If an employee dies before the expiration of the service agreement, the unpaid portion of the allowance is not payable to the estate of the employee. A refund of all or any portion of the allowance paid to the employee prior to his or her death **is not required**. Any portion of the allowance due or payable to the employee at the time of his or her death is payable to the estate of the employee.
- c. An agency required to collect a refund of the allowance paid will be required to collect the following number of weeks:

	<u>Weeks Worked</u>			<u>Refund the Number of Weeks Below</u>
<b>One-Year Agreement</b>	1	to	25	Actual number of weeks worked
	26	to	51	26 weeks
<b>Two-Year Agreement</b>	1	to	25	Actual number of weeks worked
	26	to	103	26 weeks

**Example:**

An employee at grade DS-15 (grade represent DS-05 on the AIA schedule) is authorized an allowance of 15%. The employee enters into a service agreement for one year. The employee resigns after 30 weeks of service under the agreement. During the 30-week period the employee received a total of \$9,046 in additional income allowance payments (\$301 a week for 30 weeks). The employee upon separation will be required to repay to the District government 26 weeks of the allowance paid or a total of \$7,826 (\$301 weekly allowance paid X 26 weeks = \$7,826).

- d. In the event that a service agreement is terminated for reasons specified in § 15(a) above, refund of the allowance received by the medical or dental officer will be made in accordance with the provisions of Chapter 29 of the D.C. personnel regulations, Employee Debt Set-Offs.

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Rosalind R. Inge  
Interim Director of Personnel

- Attachments:
1. Sample Additional Income Allowance Plan
  2. Notification of Eligibility to Participate in the Additional Income Allowance Program for Medical and Dental Officers Paid Under a Special Rate Schedule
  3. Additional Income Allowance Program, Service Agreement
  4. Table of Proration of Part-Time Work to Full-Time Employment
  5. Schedule of Additional Income Allowance by Percentage of Maximum Rate, Medical and Dental Officers Paid From a Special Rate Schedule

## SAMPLE ADDITIONAL INCOME ALLOWANCE PLAN

I. AGENCY:

II. POSITIONS (By Category and/or Subdivision)

<u>Category/Subdivision</u>	<u>Positions</u>	<u>Percentage</u>
Category A		
Subdivision A.1 (if applicable)		
Category B		
Subdivision B.1 (if applicable)		
Category C		
Subdivision C.1 (if applicable)		
Category D		
Subdivision D.1 (if applicable)		

III. EXPLANATION of the Determination that a Significant Recruitment and Retention Problem Exists for Each Category and Subdivision

(Complete by using the guidelines in Section 9)

<u>Category/Subdivision</u>	<u>Explanation</u>
For Category A	_____
For Subdivision A.1	
For Category B	
For Subdivision B.1	
For Category C	
For Subdivision C.1	
For Category D	
For Subdivision D.1	

#### IV. BASIS for the Amount (%) of the Allowance for Each Category and Subdivision

<u>Category/Subdivision</u>	<u>Reason for %</u>
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For Category A

For Subdivision A.1

For Category B

For Subdivision B.1

For Category C

For Subdivision C.1

For Category D

For Subdivision D.1

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Signed by Agency Head

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**NOTIFICATION OF ELIGIBILITY TO PARTICIPATE IN THE**  
**ADDITIONAL INCOME ALLOWANCE PROGRAM FOR**  
**MEDICAL AND DENTAL OFFICERS**

(Date)

(Name of Employee)

(Address of Employee)

Dear \_\_\_\_\_:

This is to advise you that you are eligible for an additional income allowance applicable to certain District government employees occupying positions or categories of positions as medical and dental officers (non-union) for which there is a significant recruitment and retention problem.

Your position as \_\_\_\_\_ has been identified as a position that qualifies for the allowance and is designated in our agency plan as a Category \_\_\_\_ position. The percentage authorized for your category of position is \_\_\_\_ percent or \$\_\_\_\_ per annum. In order for you to receive the allowance you must enter into a service agreement with the District government for a period of one (1) year or, if you wish, for a period of two (2) years. The allowance will be paid biweekly from the date of approval of the service agreement and will extend over a period of twenty-six (26) consecutive pay periods – or a one-year (1-year) agreement, or fifty-two (52) consecutive pay periods – or a two-year (2-year) agreement.

Enclosed to this notice are the terms and conditions applicable to the additional income allowance program. If you wish to participate in the agency plan or want additional information you are to contact:

(Name of Contact)

(Address)

(Telephone Number)

Sincerely,

\_\_\_\_\_  
Agency Head or Designee

Enclosure

## **TERMS AND CONDITIONS OF SERVICE AGREEMENT**

- A. As a condition of accepting payment, the employee will serve with the employing District government agency as a medical or dental officer from the effective date until the termination date specified in the agreement, unless the agreement is terminated sooner as indicated below.
- B. The allowance will be paid in the same manner and at the time as basic pay, but is not considered basic pay for computing retirement entitlement, insurance entitlement, or other benefits related to basic pay.
- C. Entitlement to the allowance does not accrue during a period that basic pay does not accrue.
- D. If employment is terminated during the period of the agreement at the convenience of the government, but not at the request of the employee or as a result of the employee's misconduct, the employee will retain that portion of the allowance earned to the date of termination.
- E. Assignment at employee's request to an intermittent or less than half-time work schedule shall be equivalent to termination of the agreement at the employee's request.
- F. The employee will be required to refund up to a maximum of twenty-six (26) weeks of the total amount of the allowance received under the agreement if: employment is terminated during the period of the agreement at the employee's request; the employee is changed to a lower grade at the employee's request; the employee is removed or changed to a lower grade for cause; or the employee fails to comply with residency requirements (if applicable).
- G. If employment is terminated, an employee will not be required to refund any portion of the amount received if the separation is as a result of the employee's inability to return to duty due to injury or illness, disability retirement, retirement or resignation following receipt of a specific notice of reduction in force.
- H. Any unpaid portion of the agreement is not payable to an estate if the employee should die during the term of the agreement.
- I. The agreement does not in any way commit the District government to continue an employee's employment beyond his or her scheduled separation.
- J. If an employee accepts employment with another District government agency other than the agency that is a party to this agreement, the agreement shall be terminated and shall be equivalent to termination at the convenience of the government and refund of the allowance would not be required.
- K. If the employee is reassigned, promoted, or changed to a lower grade (other than for cause or at the employee's request) within the agency that is a party to this agreement, the original agreement shall be terminated, and refund of the allowance shall not be required. If appropriate, a new agreement may be entered into.
- L. The amount of the allowance specified in the agreement will not be adjusted by future pay increases, adjustments to a special rate schedule for medical and dental officers or step increases that may occur during the period of the agreement.
- M. The District government may terminate the agreement for any reasons it deems necessary. Termination of the agreement by the government shall not be grievable or appealable. The unpaid balance of the agreement shall not be payable to the employee if the agreement is terminated at the convenience of the government.



**DISTRICT OF COLUMBIA GOVERNMENT**  
**ADDITIONAL INCOME ALLOWANCE PROGRAM**  
**SERVICE AGREEMENT**

**I. TO BE COMPLETED BY DESIGNATED DEPARTMENT OR AGENCY REPRESENTATIVE:**

NAME \_\_\_\_\_

(last) (first) (middle)

SOCIAL SECURITY NUMBER

ORGANIZATION CODE \_\_\_\_\_

Title of Position Held: \_\_\_\_\_

Type of Appointment: Permanent\_\_\_\_\_Term\_\_\_\_\_

Grade of Position: DX/DS/MS-\_\_\_\_ Salary \$\_\_\_\_\_ per annum

Biweekly Tour of Duty: \_\_\_\_ hours

Category of Position: (A)\_\_\_ (B)\_\_\_ (C)\_\_\_ (Other)

Percentage Authorized for the Category of Position: \_\_\_\_\_ %

Allowance Authorized Under This Agreement:      \$\_\_\_\_\_ per annum.

Length of Service Agreement: \_\_\_\_\_ year(s)

Effective Date of Agreement: Pay Period Beginning \_\_\_\_\_

Termination of Agreement: Pay Period Ending \_\_\_\_\_

## II. TERMS AND CONDITIONS OF SERVICE AGREEMENT

- A. I understand that as a condition of accepting payment, I will serve with the employing District government agency as a medical or dental officer from the effective date until the termination date specified in this agreement, unless the agreement is terminated sooner as indicated below.
- B. I understand that the allowance will be paid in the same manner and at the time as my basic pay, but is not considered basic pay for computing retirement entitlement, insurance entitlement, or other benefits related to basic pay.

- C. I understand that entitlement to the allowance does not accrue during a period that basic pay does not accrue.
- D. I understand that if my employment in the position shown above is terminated during the period of the agreement at the convenience of the government, but not at my request or as a result of my misconduct, I will be entitled to retain that portion of the allowance earned to the date of termination.
- E. I understand that assignment at my request to an intermittent or less than half-time work schedule shall be equivalent to termination of this agreement at my request.
- F. I understand that I will be required to refund up to a maximum of twenty-six (26) weeks of the total amount of the allowance received under the agreement if: my employment in the position shown above is terminated during the period of the agreement at my request; I am changed to a lower grade at my request; I am removed or changed to a lower grade for cause; or I fail to comply with residency requirements (if applicable).
- G. I understand that if my employment is terminated I will not be required to refund any portion of the amount received if the separation is as a result of my inability to return to duty due to injury or illness, disability retirement, retirement or resignation following receipt of a specific notice of reduction in force.
- H. I understand that any unpaid portion of the agreement is not payable to my estate if I should die during the term of this agreement.
- I. I understand that this agreement does not in any way commit the District government to continue my employment beyond my scheduled separation.
- J. I understand that if I accept employment with another District agency other than the agency that is a party to this agreement, the agreement shall be terminated and shall be equivalent to termination at the convenience of the government and refund of the allowance would not be required.
- K. I understand that if I am reassigned, promoted, or changed to a lower grade (other than for cause or at my request) within the agency that is a party to this agreement, the original agreement shall be terminated, and refund of the allowance shall not be required. If appropriate, a new agreement may be entered into.
- L. I understand that the amount of the allowance specified in this agreement will not be adjusted by future pay increases, adjustments to a special rate schedule for medical and dental officers or step increases that may occur during the period of this agreement.
- M. I understand that the District government may terminate this agreement for any reasons it deems necessary and that termination of this agreement shall not be grievable or appealable. I further understand that termination under this condition does not require the District government to pay the unpaid portion of this agreement.

**III. TO BE COMPLETED BY EMPLOYEE:**

I have read this service agreement and agree to the terms and conditions specified herein.

Employee Signature:

Witnessed By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

**IV. TO BE COMPLETED BY AGENCY DIRECTOR OR DESIGNEE:**

I certify that the employee named in this service agreement is entitled to the additional income allowance payment.

Director/Designee Signature:

Witnessed By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

Original signature required  
Copy to OPF – Original signature required  
Copy to Payroll  
Copy to Agency

**TABLE OF PRORATION OF PART-TIME  
WORK TO FULL-TIME EMPLOYMENT**

<b>BIWEEKLY TOUR OF DUTY</b>	<b>PRORATED PERCENTAGE</b>
40	50.00%
41	51.25%
42	52.50%
43	53.75%
44	55.00%
45	56.25%
46	57.50%
47	58.75%
48	60.00%
49	61.25%
50	62.50%
51	63.75%
52	65.00%
53	66.25%
54	67.50%
55	68.75%
56	70.00%
57	71.25%
58	72.50%
59	73.75%
60	75.00%
61	76.25%
62	77.50%
63	78.75%
64	80.00%
65	81.25%
66	82.50%
67	83.75%
68	85.00%
69	86.25%
70	87.50%
71	88.75%
72	90.00%
73	91.25%
74	92.50%
75	93.75%
76	95.00%
77	96.25%
78	97.50%
79	98.75%
80	100.00%



# Salary Schedule

**Status:** Active

**Affected CBU/Service Codes(s):** XAB A18, XAA A18

**Effective date:** 10/5/2003 **FY:** 2004

**Union/NonUnion:** Non-Union

**Pay Plan Schedule (DS/WG):** DS - Additional Income

**% Increase:** 2.5 For Grades 11 Through 15 of Schedule A10

**Resolution Number:**

**Date of Resolution:**

**Serv Code Definition:** Physicians Compensation

<i>Percentage of Maximum Rate of Grade (A10 Schedule)</i>															
<i>Grade</i>	<i>1%</i>	<i>2%</i>	<i>3%</i>	<i>4%</i>	<i>5%</i>	<i>6%</i>	<i>7%</i>	<i>8%</i>	<i>9%</i>	<i>10%</i>	<i>11%</i>	<i>12%</i>	<i>13%</i>	<i>14%</i>	<i>15%</i>
01	\$597	\$1,194	\$1,792	\$2,389	\$2,986	\$3,583	\$4,180	\$4,777	\$5,972	\$5,375	\$6,569	\$7,166	\$7,763	\$8,361	\$8,958
02	\$716	\$1,432	\$2,147	\$2,863	\$3,579	\$4,295	\$5,011	\$5,727	\$7,158	\$6,442	\$7,874	\$8,590	\$9,306	\$10,021	\$10,737
03	\$851	\$1,703	\$2,554	\$3,406	\$4,257	\$5,108	\$5,960	\$6,811	\$8,514	\$7,663	\$9,365	\$10,217	\$11,068	\$11,919	\$12,771
04	\$965	\$1,931	\$2,896	\$3,862	\$4,827	\$5,793	\$6,758	\$7,724	\$9,654	\$8,689	\$10,620	\$11,585	\$12,551	\$13,516	\$14,482
05	\$1,045	\$2,091	\$3,136	\$4,182	\$5,227	\$6,272	\$7,318	\$8,363	\$10,454	\$9,409	\$11,500	\$12,545	\$13,590	\$14,636	\$15,681
06	\$1,143	\$2,285	\$3,428	\$4,571	\$5,714	\$6,856	\$7,999	\$9,142	\$11,427	\$10,284	\$12,570	\$13,712	\$14,855	\$15,998	\$17,141
07	\$1,232	\$2,464	\$3,696	\$4,928	\$6,160	\$7,392	\$8,624	\$9,856	\$12,320	\$11,088	\$13,552	\$14,784	\$16,015	\$17,247	\$18,479